

TRAVEL EXPENSE CLAIM

See Instructions and "Privacy
Statement On Reverse Side"

Page 1 of

STD 262 (REV 6/93) (DHS Electronic)

CLAIMANT'S NAME John C. Duncan		SSAN OR EMPLOYEE NUMBER*		DEPARTMENT Industrial Relations	
POSITION	CB/ID NUMBER	DIVISION OR BUREAU Director's Office		INDEX NUMBER	
RESIDENCE ADDRESS		HEADQUARTERS ADDRESS 455 Golden Gate Avenue, 10th Fl.		TELEPHONE NUMBER	
CITY	STATE CA	ZIP CODE	CITY San Francisco,	STATE CA	ZIP CODE 94102

(1) MONTH/YEAR		(3)	(4)	(5) MEALS		(6)	(7)	TRANSPORTATION				(8)	(9)
1 2010		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK- FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER	INCIDENTALS	(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS PARKING	(D) PRIVATE CAR USE MILES AMOUNT	BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
5	0700	Tiburon to Sacramento;							PC	P 12.00			
	1900	return							T	4.00	184	92.00	108.00
6	0700	Tiburon to Sacramento;							PC	P 21.00			
	1900	return							T	4.00	184	92.00	117.00
7	0700	Tiburon to Sacramento;							PC	P 20.00			
	1900	return							T	4.00	184	92.00	116.00
8	0700	Tiburon to Sacramento;							PC	P 20.00	184	92.00	116.00
	1700	return							T	4.00			
10	1500	Tiburon to Oakland Airport							PC				
	1930	to Orange Co./Anaheim									35	17.50	17.50
11	0600	Orange Co./Anaheim to							PC	P 36.00			
	2200	Oakland Airport to Tiburon		6.00					T	4.00	35	17.50	63.50
12	0700	Tiburon to Sacramento;							PC	P 18.00			
	1900	return							T	4.00	184	92.00	114.00
20	1400	San Francisco to Oakland							PC				
	1800	Airport to Costa Mesa	90.81			18.00					20	10.00	118.81
21	0700	Costa Mesa											
	1900		90.81	6.00			6.00		T	10.00			112.81
22	0730	Costa Mesa to Oakland							PC	P 44.00			
	1130	Airport to San Francisco							T	4.00	20	10.00	58.00
27	0700	Tiburon to Sacramento							PC	P 20.00			
	1900		95.58						T	4.00	92	46.00	165.58
28	0700	Sacramento to Tiburon							PC	P 4.50			
	1900								T	4.00	92	46.00	54.50
29	0700	Tiburon to Oakland, to San							PC	P 11.00			
	1300	Francisco							T	4.00	184	92.00	107.00
(10) SUBTOTALS			277.20	12.00		18.00	6.00			256.50	1398	699.00	1268.70
COLUMN CODE (ACCTG USE ONLY)													
CLAIM TOTAL											1398		\$1,268.70

(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)

1/5-8: meetings in Sacramento; worked from DIR Sacramento office.
 1/10-11: Presentation to the Workers' Group Fraud Conference, Anaheim
 1/12: meetings in Sacramento; worked from DIR Sacramento office.
 1/20-22: Public Works training seminar, Costa Mesa
 1/22: SCIF Board of Director's meeting, San Francisco
 1/27-28: meetings in Sacramento;
 worked from DIR Sacramento office
 1/29: attended IFDM 2010 Advisor
 Committee meeting, Oakland

CALSTARS CODING							#REF!	PROJ-WP
FY	INDEX	OBJ	AG	PCA				

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

(14) MILEAGE RATE CLAIMED

\$0.500

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NO.

(15) I HEREBY CERTIFY That the above statement is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt

CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE, OFFICER APPROVING TRAVEL&PAYMENT

DATE

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE (See item 17 in instructions)

DATE